

9 DEC 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the 20 November 1975 OTR Staff Meeting

1. The OTR Staff Meeting of 20 November 1975 convened at 1030 hours and concluded at 1145 hours.

2. The DTR awarded longevity certificates to [REDACTED]

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3. The members considered the Minutes of the 30 October 1975 Staff Meeting. [REDACTED] requested that Item 7 be amended to read: "A large part of the increase is due to vacancies at [REDACTED] for which clearances are pending on personnel to fill them." He noted that some \$40,000 not expended in salaries for these vacancies had been moved to cover overtime. He has taken steps to reduce other overtime, including imposing a ceiling on it. The DTR stated that there will be no overtime in situations which are considered normal, unless there is a good reason for it. The state of the U.S. economy dictates that expenditures must be reduced. He enjoined the Unit Chiefs to keep a close watch on all expenditures. The Minutes were then approved as amended.

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OTR Weekly Reports

4. The DTR opened the discussion of OTR Weekly Reports by stating that he reads them and finds them useful. The DDTR stated that it is the responsibility of the Unit Chiefs to decide what to include in their weeklies. The [REDACTED] inquired as to O/DTR requirements for the weekly. The DTR expressed his view that it is a mechanism for communicating with people. It should be a diary of events, developments, and trends, and should be useful not only to the DTR but also to the people contributing. The Unit Chiefs should not assume that any action will be taken on any item in the weekly. Items requesting or requiring action should be the subject of a separate memorandum.

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5. After considerable discussion the members agreed on the following points.

a. Each weekly will be divided into two parts:  
I. Recent Activities and II. Upcoming Developments;

b. Each item within these two parts should have a title and be classified separately;

c. The cut-off time for events to be included in Recent Activities for Headquarters Units will be close-of-business Wednesday;

d. [REDACTED] will continue to call [REDACTED] for results of events reported as upcoming on Wednesday or Thursday; STATINTL

e. The Unit Chiefs should take particular care in assuring the accuracy of the information submitted, including names, dates, titles, spelling, etc.;

f. When a Unit Chief believes that an item should be reported to the DDA, he should flag the item;

f. For the next several weeks the DTR will red-line items in each weekly which he does not consider necessary and return the weekly to the Unit Chief.

6. Consideration of Item 3 on the Agenda was postponed to a later date. The DTR discussed his philosophy of the Fitness Report system and the reasons for a proposed change in OTR. He requested the Secretary to make copies of the proposed memorandum on the subject, distribute them to the Unit Chiefs, and schedule a series of two or three one-hour special Staff Meetings to discuss the subject.

#### OTR Course Reports

7. Chief, PRS, raised three questions concerning course reports. Do we need course reports as they are now prepared? Who should see them? Should the student evaluations be summarized? Chief, TSS, referred to OTR Notices 21-74 and 35-74 as the basic documents covering course reports; although both need revision, chief instructors should adhere to their provisions. The DTR and DDTR agreed that there is a wide disparity in the value of various course reports done in OTR. The DTR noted that he obtains information not only

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on the course itself but also on the attitudes and concerns of the students each time. Chief, FTD, stated his belief that the course report represents an important mechanism through which a chief instructor can address the DTR. He also noted that the student evaluations frequently contain valuable material and they should be summarized in the report. [REDACTED] recommended that course reports on all operations courses should be sent to the DDO/TRO. It was agreed that student evaluations should not go outside OTR except at the discretion of the DTR.

8. The DDTR suggested that the DTR should talk to course instructors and give them his views on course reports. Chief, II, suggested that the statistical data on a course should be put on a standard form and attached to the course report. It was agreed that OTR Notices 21-74 and 35-74 would be revised and a form devised for reporting statistical data on each course. (Action: Chief, TSS).

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[REDACTED]  
Secretary

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OTR Staff Meeting  
Thursday, 20 November 1975

10:30 A.M.

AGENDA

1. Minutes of the 30 October 1975 Meeting
2. OTR Weekly Reports
3. ~~Preparation of Fitness Reports on OTR Personnel~~
4. Review of Handling of Course Reports

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## MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the 30 October 1975 OTR Staff Meeting

1. The OTR Staff Meeting of 30 October 1975 convened at 1400 hours and concluded at 1555 hours.

2. The DTR introduced [REDACTED] Position STATINTL Management and Classification Division, Office of Personnel. [REDACTED] distributed a paper which covered the philosophy and "how to" of completing position descriptions. He noted that early March 1976 is currently the target date to begin the PMCD survey of OTR. The [REDACTED] survey will begin in about a month. Under the system now in use the employee fills out his or her own position description and the supervisor checks it. This is of great assistance in arriving at an internal delineation of duties and responsibilities. During the survey PMCD will be particularly looking at the area of job enrichment.

3. [REDACTED] then discussed the paper in detail. She noted that she will be looking at the job, not the person doing it. She stated that under the old form the description of duties was quite lengthy, whereas on the new form the emphasis is on factors. There is a group of job factors related to the duties and these factors have point values, depending on the complexity. She then went through the factors listed in the paper and explained each one. She pointed out the sample descriptions for a secretary and a training instructor and stated that this was the format desired. As to length, it should not be more than one-two pages. She noted that the job description should be a total description of the job, whereas the LOI is a statement of performance objectives and should flow from the description.

4. [REDACTED] stated that the procedure during the survey will be to talk with the Unit Chiefs first and then proceed down the line. It will include a look at employee morale. He offered any assistance necessary in preparing

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the job descriptions, and noted that, if there is any specific area on which they should concentrate during the survey, OTR should so advise them. The members of the Staff Meeting agreed that this had been a most useful initial session.

5. The discussion of the Minutes of the 2 October 1975 Staff Meeting centered around the following points:

a. Item 2a. The DDTR reported that the [REDACTED] STATINTL survey has been forwarded to the Curriculum Committee for consideration.

b. Item 2c. The DDTR noted that no Special Bulletins will be published concerning courses covered in the catalogues.

c. Item 3-5. The DTR has signed a new OTR Notice outlining the functions of the Registry. A Registry person will be invited to discuss procedures and any problems at a future Staff Meeting.

d. Item 6. [REDACTED] reported that a program for reviewing soft files has been set up and is progressing smoothly and that the vault has been cleaned up. In answer to a question, Chief, PRS, reported that there have been four requests from individuals within OTR to review their soft files thus far. [REDACTED] stated that he would give a status report at the next Staff Meeting. (Action: Mr. [REDACTED])

e. Item 7. The DDTR inquired as to the status of biographic information on contract employees. Chief, PRS, will look into the data which are computerized to ascertain whether this information would be useful. (Action: Chief, PRS.)

f. Item 9. The DDTR noted that [REDACTED] had covered this subject. The deadline for reviewing all LOI's is now the end of the year. STATINTL

6. Chief, PRS, distributed a paper concerning POV travel by OTR personnel and students (attached). He approves POV travel on a monthly basis and has noted that there are four categories which give some problems. The members discussed various points raised in the paper and suggested some modifications and deletions. The DDTR suggested that the

consensus seemed to be for a GS-12 cut-off point for reimbursement for POV travel to Headquarters. He requested that Chief, PRS, prepare an OTR Notice on the subject of travel as discussed at this meeting. (Action: Chief, PRS.)

STATINTL 7. Chief, PRS, distributed papers relating to overtime in OTR. [REDACTED] noted that the figures for [REDACTED] had been revised since the papers were prepared. Chief, PRS, stated that expenditures for overtime were up significantly from last year and that there was an immediate need to cut back. [REDACTED] stated that the lack of a summer program accounted for part of his increase, but he also noted that, while expenditures were up, the actual hours were not. The DDTR charged each Unit Chief with looking at his figures and trying to reduce overtime. He also asked [REDACTED] to watch the overtime across-the-board for the next several pay periods. (Action: Unit Chiefs and [REDACTED]) STATINTL STATINTL

8. Chief, II, reported that there is a parking problem for OTR Course Chairmen who must carry course material to Headquarters. Chief, PRS, replied that the Chairman could drive to the South Loading Dock and ask permission of the guard to park while carrying the material into the building.

[REDACTED] STATINTL  
Secretary



Travel and Transportation

STATINTL

Travel [REDACTED]

1. Normal mode: government-provided air transportation
2. POV travel: advance approval by C/PRS, DDTR, DTR or [REDACTED] required
3. POV rate: \$45.00 plus tolls [REDACTED] ATINTL
4. Standard POV rate only for [REDACTED] - Washington Metropolitan area travel STATINTL
5. TDY in excess of one week: one round trip only reimbursed. Reimbursement for food and lodgings (@ \$5.20/day) if person is off the Station during the weekend.

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Travel [REDACTED]

1. Normal mode: POV or arranged bus
2. Carpools: will be organized for student groups or OTR conference groups
3. POV rate: [REDACTED] Travel STATINTL requires advance approval of unit chief. Standard rate will apply for all travel from Washington Metropolitan area to [REDACTED] and return. No actual mileage authorized. STATINTL
4. On extended TDY (one day +), no reimbursement for overnight return to D.C. area, i.e., one round trip only per TDY.

Travel to Headquarters

1. Normal mode: government-provided scheduled bus
2. POV rate: \$2.40 RT. Requires advance approval of unit chief.
3. Instructors running courses at Headquarters will consider Headquarters their duty station during the running of the course.. This applies as well to temporary assignments at Headquarters.

Student Travel

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As a normal practice, carpools will be formed for student travel to [REDACTED] and locations in the Metropolitan area.

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